

# Create Absence Quota

## QUICK REFERENCE GUIDE

Use this procedure to create absence quota information for employees.

### PA30

Perform this procedure when you need to create an absence quota with validity dates for any of the following:

- Annual Leave
- Sick Leave
- Compensatory Leave
- Military Leave
- Received Annual
- Received Sick

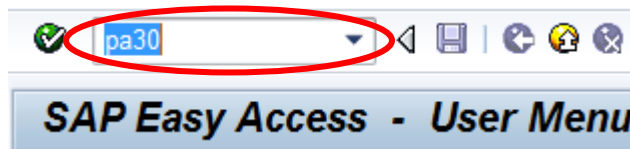
Annual, Sick and Comp are created when hired (if eligible). If an employee is hired after October 1<sup>st</sup> (the beginning of the Federal Fiscal year) and have an active Military status on Infotype 0077, they may need to use Military Leave. They will need a Military Leave quota created. Military Leave will be created each Federal Fiscal year on October 1 but will not be accessible unless the employee has an active status for military on infotype 0077.

IT2006 should only be used for creating absence quotas. Utilize IT2007 for creating Attendance quotas (i.e. Project Talk, Hours Limited Position).

These quota "buckets" are created with zero hour balance and hours can be added to the quota "bucket" using IT2013 Quota Corrections (see the Quota Correction QRG)

#### Prerequisites:

- Employee must an active Commonwealth employee
- You must has access to the employee
- Employee does not currently have the needed quota
- Employee must be eligible to use the needed quota



Enter the Transaction code (**PA30**) in the command field



Click the **green check**

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. **2113**

Name **Abbigail Gavin** Status **Active**

EE group **B** Non-Chapter Personnel area **0001** Executive

EE subgroup **02** ASC Salary 37.5 Pers. subarea **1001** FT N-Exempt

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text S..

0007 Planned Working Time ✓

0050 Time Recording Info ✓

2001 Absences

2002 Attendances

2003 Substitutions

2006 Absence Quotas

2007 Attendance Quotas

2010 Employee Remuneration Info

2012 Time Transfer Specifications

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype **2006** STy

Enter the required fields for a quota correction that include:

- Enter the **PRNR** in the "Personnel no." field
- Enter **2006** in the "Infotype" field
- Click in the "STy" field then click the **match box** to the right and select the desired quota from the "Subtype for infotype" window:

Subtypes for infotype "2006 Absence Quotas"

Restrictions

ES	PSG	AQT	Quota text
1	10	01	Annual Leave
1	10	02	Sick Leave
1	10	03	Comp Leave
1	10	04	Military Leave
1	10	06	Donated Sick
1	10	07	Donated Annual

You may select from either quota to change, in this example **04 Military Leave** is chosen. Click the **green check** to close the window.

Once all the required fields have been completed click on the **Create** button at the top of the screen.

From	<b>06/01/2014</b>	To	<b>09/30/2014</b>
Absence quota			
Category	<b>04</b>	Military Leave	

Enter the "From" date prior to day the employee needs the military leave but on/after their hire date. Enter the "To" date of September 30 of the current Federal Fiscal year. At the beginning of the next Federal Fiscal year the employee will be granted another year of military leave..

\*\*\*NOTE\*\*\*

If you have to create other leave you would enter the 12/31/9999 date in the "To" field for all other types of leave.

**Copy 0007 Planned Working Time**

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**Copy 0007 Planned Working Time**

Click the **save** button